

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814
(916) 322-9377



February 4, 1988

ALL-COUNTY LETTER NO. 88-17

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: RECORDS RETENTION

This All-County Letter is a reminder of the legal requirements for records retention and the identification of certain records which require extended retention periods. Counties should note that the State Department of Social Services (DSS) anticipates soon recovering the county share of disallowed federal funds in the old Food Stamp Program audits which have been footnoted in Attachment II.

A. Public Assistance Records

The Manual of Policies and Procedures (MPP) sets forth various retention periods for public assistance records. Generally, the regulations require that all public assistance (23-353), social service (10-119.2), and administrative claiming (25-815.38) records and their supporting documents be retained for three years from the date the state submits the last expenditure report to the Department of Health and Human Services (HHS). Case record material must be retained for three years after the date the last state expenditure report has been made to HHS for the period the records were last used to document eligibility. MPP Sections 23-353 through 23-356 set forth the requirements for certain records which have retention periods which vary from the general rule. While the regulations must be reviewed for a complete listing, the most common occurrences are listed below. Some records require retention periods of more than three years. These include:

1. Records and their supporting documents must be retained when there is an open federal or state audit. This includes those federal audits in progress and pending issuance of final reports listed on Attachment I, those unresolved federal audits listed on Attachment II, and the State Controller's Office audits listed on Attachment IV. Counties are to inform contractors providing social services to retain all necessary records for audits which have not been resolved/closed.

2. Records involved in pending criminal or civil litigation or court orders may require extended retention periods. In addition to cases in which the county is involved, Attachment V lists court cases involving DSS which require extended retention of certain records.
3. The Form ABCD 278L, List of Authorizations to Start, Change, or Stop Aid (or its equivalent), which bears the original initials or the original signature of the delegated county employee who authorized the specific action is identified as one of the records and supporting documents which must be retained in accordance with the retention period for the case record material.
4. The county shall retain Form ABCD 278L or its equivalent for a period of 10 years following closure in all cases where notification to do so by the child support agency has been received.
5. County welfare warrants must be retained for five years. Warrant registers must be retained for 15 years.

Other records may be considered as nonessential and need not be retained in the case records. Listed below are examples of those documents which may be purged from the case records:

1. Documents or evidence (photocopies) provided by the recipient such as birth certificates and divorce papers may be purged (MPP Section 48-001.112) provided that there is a written record of the type of evidence and its pertinent content. This notation would normally be made in the case narrative. Original documents received should have been returned to the applicant/recipient.
2. Documents which were never used to document eligibility may be destroyed provided they have no potential of being used to take action on a case. For example, a note from an applicant canceling a meeting may be needed as evidence, should you determine a denial is appropriate based on noncooperation. However, once the meeting has taken place the note would be of no value and may be destroyed.
3. Records which were used to document eligibility may be destroyed provided three years have passed since the last state expenditure report for that period has been submitted to the HHS. These records must be retained longer when there are unresolved audits of court cases.

Attachment III lists closed audit records which may be flagged for destruction.

B. Food Stamp Records

There are two separate retention requirements for Food Stamp Program records. First, all issuance and program records are to be retained for

a period of three years from the month of origin. Second, all fiscal and accountable documents are to be retained for three years from the date of fiscal or administrative closure. This means that records such as, but not limited to Authorizations to Participate (ATP), cashier's daily reports, Notices of Change, Form FNS-250s (Food Stamp Accountability Report), HIR cards, and tally sheets shall be retained for three years. However, any documents or records which are involved in any billing or claim shall be retained for three years from the date of fiscal or administrative closure. For example, FNS-250s which do not result in a billing against the state agency shall be retained three years from the month of origin. But, FNS-250s which result in a billing must be retained for three years from the date that obligations for or against the federal government have been liquidated. Also, any records or documents which are involved in a fiscal audit or investigation must be retained for three years from the date the audit or investigation is closed. To illustrate this point further, if an FNS-250 which originated prior to April 1981 had fiscal liabilities which were not settled until July 1983, that FNS-250 cannot be destroyed until August 1986. But, on the other hand, if the same FNS-250 had no fiscal involvement, it could be destroyed as of May 1984. Attachment III lists closed audit records which may be flagged for destruction.

Some records require retention periods of more than three years. These include:

1. Food Stamp records that are a part of an assistance case record must be retained in accordance with MPP Chapter 23-350. (See Part A of this letter.)
2. Records and their supporting documents for which there is an open federal or state audit must be retained. This includes those federal audits in progress and pending issuance of final reports and the unresolved audits listed on Attachments I, II, and IV.
3. Records involved in pending criminal or civil litigation or court orders may require extended retention periods. In addition to cases in which the county is involved, Attachment V lists court cases involving DSS which require extended retention of certain records.

The provisions of this letter are for the fiscal purposes of DSS and do not authorize the destruction of those records which have a longer retention period required by other laws/regulations, court cases, or unresolved audits.

Again we would appreciate any comments or questions regarding records retention by submitting them to Barbara Sakamoto, Records Management, 744 P Street, M.S. 7-179, Sacramento, CA 95814, or by calling (916) 445-6239.



ROBERT GARCIA
Deputy Director
Administration Division

Attachments

cc: CWDA

This letter supersedes All-County Letter 87-107.

FEDERAL AUDITS PENDING RELEASE OF FINAL AUDIT REPORTS

Programs Administered by
Department of Health and Human Services

Status as of: 12-16-87
Page 1 of 1

ID Number	Description	Audit/Review Period	Status*	State/County Agencies Affected	Records Required to Be Retained
CA-86-PR	Child Support Enforcement Program Review	10/85 - 9/86	a	Lake Los Angeles San Diego Santa Clara Stanislaus Ventura	A
CA-IV-E for FFY 85 and FFY 86	Federal Foster Care Program Title IV-E Review	10/84 - 9/86	b	36 Counties (1)*	A
CA-IV-E AAP for FFY 85 and FFY 86	Federal Adoption Assistance Program Title IV-E Review	10/84 - 9/86	a	Alameda Los Angeles Orange Sacramento San Diego San Francisco Santa Clara	B
	Administrative Cost Review of the California State Department of Social Services	10/86 - 3/87	b	Alameda	C

(1) See Attachment IA.

A Case records, assistance claims, and audit-related materials.

B Case records, assistance claims, payment records, and audit-related materials.

C Administrative claims and audit-related materials.

a Field work/report writing in process.

b Draft report issued.

* New since ACL 87-107.

COUNTIES WITH CASES IN THE FEDERAL FOSTER CARE PROGRAM
TITLE IV-E REVIEW FOR FFY 85 AND FFY 86

Alameda
Butte
Contra Costa
El Dorado
Fresno
Humboldt
Imperial
Kern
Kings
Los Angeles
Madera
Marin
Mendocino
Monterey
Orange
Placer
Riverside
Sacramento
San Bernardino
San Diego
San Francisco
San Joaquin
San Luis Obispo
San Mateo
Santa Barbara
Santa Clara
Siskiyou
Solano
Sonoma
Stanislaus
Sutter
Tehama
Tulare
Ventura
Yolo
Yuba

*New since ACL 87-107.

FEDERAL AUDITS: FINAL AUDIT REPORTS ISSUED

Programs Administered by
Department of Health and Human Services

Status as of: 12-16-87
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ID Number	Description	Audit/Review Period (1)	Audit Agency	State/County Agencies Affected	Exception Amount (2)	Records Required to Be Retained
20272	WIN	10/1/78 - 3/31/81	HHS	Alameda Contra Costa Los Angeles Sacramento San Bernardino San Francisco	\$ 581,382	A
60265	Cuban Refugee Assistance Costs	7/70 - 6/74	HEW (HHS)	Los Angeles	\$ 1,850,588	B
62641	Foster Care Payments to Profit- Making Child Care Institutions	7/80 - 6/86	HHS	Alameda Los Angeles	\$ 1,018,966	B
50260-09	Refugee Resettle- ment Program	4/1/81 - 9/30/82	HHS	San Francisco Los Angeles San Diego Sacramento Orange Alameda Santa Clara	\$33,753,588	A/B
62612-09*	Refugee Resettle- ment Program	10/1/82 - 12/31/84	HHS	Los Angeles	\$ 3,105,483	A/B
62614-09*	Refugee Resettle- ment Program	10/1/82 - 12/31/84	HHS	Orange	\$ 717,938	A/B

- (1) If a single date is listed, it will be the date of the audit report.
 (2) County and state total of disallowed federal funds identified in the final audit report; county/state share and grand total may change as a result of appeal(s).
 A Case records, payment records, and audit-related materials.
 B Case records, assistance claims, and audit-related materials.
 * New since ACL 87-107.

FEDERAL AUDITS: FINAL AUDIT REPORTS ISSUED

Programs Administered by
Department of Health and Human Services

Status as of: 12-16-87

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ID Number	Description	Audit/Review Period (1)	Audit Agency	State/County Agencies Affected	Exception Amount (2)	Records Required to Be Retained
CA-IV-E for FFY 84	Federal Foster Care Program Title IV-E Review	10/83 - 9/85	HHS	Alameda Los Angeles Orange Sacramento San Diego San Francisco	\$7,285,416 (Estimate)	B
50267	Food Stamp Program Costs	4/1/69 - 6/30/74	HHS	San Bernardino	\$ 414,455	C
50268	Included in Cost Allo- cation Plan	3/1/69 - 6/30/74	HHS	San Diego	\$ 566,178	C
50271	Disallowed by HHS	7/1/68 - 6/30/74	HHS	San Joaquin	\$ 237,322	C
20144	"	7/1/67 - 12/31/70	HHS	38 Counties(3)	\$3,279,707	C
50250	"	1/1/71 - 3/31/74	HHS	San Mateo	\$ 52,400	C
50266	"	1/1/67 - 6/30/74	HHS	Los Angeles	\$1,773,081	C
50262	"	7/1/67 - 6/30/74	HHS	Kern	\$ 179,484	C
50263	"	7/1/67 - 6/30/74	HHS	Tulare	\$ 137,556	C
50264	"	1/1/71 - 9/30/71	HHS	31 Counties(4)	\$1,428,838	C
60274 (50274)	"	1/1/67 - 6/30/74	HHS	San Francisco	\$ 216,900	C

- (1) If a single date is listed, it will be the date of the audit report.
 (2) County and state total of disallowed federal funds identified in the final audit report; county/state share and grand total may change as a result of appeal(s).
 (3) See Attachment IIA.
 (4) See Attachment IIB.
 B Case records, assistance claims, and audit-related materials.
 C Administrative claims and audit-related materials.

FEDERAL AUDITS: FINAL AUDIT REPORTS ISSUED

Programs Administered by
Department of Health and Human Services

Status as of: 12-16-87
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ID Number	Description	Audit/Review Period (1)	Audit Agency	State/County Agencies Affected	Exception Amount (2)	Records Required to Be Retained
10273	Food Stamp Certifica- tion Costs	10/1/71 - 6/30/72	HHS	34 Counties(5)	\$4,290,534	C

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- (1) If a single date is listed, it will be the date of the audit report.
 (2) County and state total of disallowed federal funds identified in the final audit report; county/state share and grand total may change as a result of appeal(s).
 (5) See Attachment IIC.
 C Administrative claims and audit-related materials.

FEDERAL AUDITS: FINAL AUDIT REPORTS ISSUEDFood Stamp Program
USDA/FNSStatus as of: 12-16-87
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ID Number	Description	Audit/Review Period (1)	Audit Agency	State/County Agencies Affected	Exception Amount (2)	Records Required to Be Retained
2714- 260-SF (6)	Food Stamp Audit Cash and Coupons	11/72 - 3/74	USDA/OA	Los Angeles	\$ 93,451.00	D
2744- 104(6)	Food Stamp Investigation	10/19/77	USDA/OIG	Madera	\$ 37,607.00	D
2714- 53-SF(6)	Food Stamp Audit Issuance Losses	7/70 - 4/71	USDA/OIG	San Francisco	\$ 3,761.00	D
2714- 358-SF	Food Stamp Audit Eligibility	4/75 - 6/75	USDA/OA	San Francisco	\$ 806,800.00	E
2744- 61-SF(6)	Food Stamp Investigation	1/23/76	USDA/OA	San Francisco	\$ 5,344.00	E
2747- 8-SF(6)	Food Stamp Investigation	8/30/76	USDA/OIG	San Francisco	\$ 1,264.50	D
2749- 19-SF(6)	Food Stamp Investigation	12/24/74	USDA/OIG	San Francisco	\$ 1,923.00	D
2714- 59-SF(6)	Food Stamp Unreconciled Records	8/17/81	USDA/OIG	Santa Clara	\$ 52,768.00	D

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- (1) If a single date is listed, it will be the date of the audit report.
(2) County and state total of disallowed federal funds identified in the final audit report; county/state share and grand total may change as a result of appeal(s).
(5) See Attachment IIC.
(6) Food Stamp Program audit which the DSS anticipates applying soon.
D Retain Food Stamp Reports, FNS-250s.
E Retain Food Stamp fiscal records.

FEDERAL AUDITS: FINAL AUDIT REPORTS ISSUEDFood Stamp Program
USDA/FNSStatus as of: 12-16-87
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ID Number	Description	Audit/Review Period (1)	Audit Agency	State/County Agencies Affected	Exception Amount (2)	Records Required to Be Retained
2744- 98-SF(6)	Food Stamp Investigation	7/22/76	USDA/OA	Santa Clara	\$ 999.95	E
2744- 103-SF(6)	Food Stamp Investigation	6/23/77	USDA/OIG	Santa Clara	\$ 1,394.00	D

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- (1) If a single date is listed, it will be the date of the audit report.
 (2) County and state total of disallowed federal funds identified in the final audit report; county/state share and grand total may change as a result of appeal(s).
 (6) Food Stamp Program audit which the DSS anticipates applying soon.
 D Retain Food Stamp Reports, FNS-250s.
 E Retain Food Stamp fiscal records.

AUDIT REPORT #20144 (7/1/67 - 12/31/70)
Original exception amounts shown. In most
cases, final amounts will be substantially smaller.

<u>County</u>	<u>Federal Funds Questioned</u>
Alameda	\$ 272,721
Amador	776
Butte	33,294
Calaveras	1,059
Contra Costa	157,837
El Dorado	16,189
Fresno	139,105
Glenn	1,368
Humboldt	925
Kern	164,468
Kings	22,131
Lake	7,946
Los Angeles	995,435
Madera	28,212
Marin	17,941
Merced	23,693
Monterey	42,278
Napa	8,192
Orange	89,040
Plumas	2,784
Riverside	13,929
Sacramento	180,955
San Benito	3,182
San Bernardino	138,978
San Francisco	105,824
San Joaquin	106,506
San Luis Obispo	13,630
San Mateo	38,867
Santa Barbara	38,450
Santa Clara	291,439
Santa Cruz	49,413
Sonoma	43,889
Stanislaus	86,769
Tehama	5,529
Tulare	48,941
Tuolumne	8,644
Ventura	66,209
Yolo	13,159
TOTAL	\$3,279,707

AUDIT REPORT #50264 (1/1/71 - 9/30/71)
Original exception amounts shown. In most
cases, final amounts will be substantially smaller.

<u>County</u>	<u>Federal Funds Questioned</u>
Alameda	\$ 244,351
Amador	951
Butte	14,950
Calaveras	1,814
Contra Costa	75,271
El Dorado	3,406
Fresno	138,238
Glenn	1,622
Humboldt	776
Kings	31,437
Lake	8,216
Madera	17,264
Marin	29,855
Merced	45,688
Monterey	37,248
Napa	6,538
Orange	123,182
Placer	777
Plumas	2,515
Sacramento	174,891
San Benito	4,975
San Luis Obispo	14,202
Santa Barbara	35,001
Santa Clara	245,885
Santa Cruz	26,774
Siskiyou	824
Sonoma	71
Stanislaus	58,320
Tehama	2,269
Tuolumne	4,410
Ventura	77,117
TOTAL	\$1,428,838

AUDIT REPORT #10273 (10/1/71 - 6/30/72)

<u>County</u>	<u>Federal Funds Questioned</u>
Alameda	\$ 224,577
Calaveras	265
Contra Costa	105,124
Del Norte	3,853
Fresno	81,951
Humboldt	23,999
Imperial	14,328
Lassen	2,163
Los Angeles	2,762,983
Madera	8,308
Marin	29,446
Modoc	394
Mono	139
Monterey	36,784
Nevada	6,574
Orange	100,158
Placer	25,544
Riverside	91,787
Sacramento	186,752
San Benito	4,660
San Francisco	175,369
San Luis Obispo	30,511
San Mateo	37,359
Santa Barbara	61,277
Santa Clara	160,168
Shasta	14,988
Siskiyou	6,410
Solano	22,449
Sonoma	24,361
Stanislaus	21,806
Tehama	2,228
Trinity	1,258
Yolo	15,123
Yuba	<u>7,438</u>
TOTAL	\$4,290,534

CLOSED FEDERAL AUDITS

Public Assistance Records

Status as of: 12-16-87
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ID Number	Description	Audit/ Review Period	Audit Agency	State/County Agencies Affected	Exception Amount (1)	Records Required to Be Retained	Record Destruction Date**
70282	BHI - Eligibility	7/73 - 3/76	HEW (HHS)	San Bernardino	\$ 68,274	A	9/1/89
80259	BHI - Eligibility	4/1/75 - 7/31/76	HEW (HHS)	Santa Barbara	\$ 77,911	A	9/1/89
70281 (60281)	BHI - Eligibility	4/1/75 - 7/31/76	HEW (HHS)	Ventura	\$ 77,051	A	9/1/89
10262	Public Assistance Adm. Costs (Resolution of SCO Audit)	7/1/75 - 12/3/78	HHS	Los Angeles San Diego Santa Clara Fresno San Bernardino	\$2,278,142	A/B	12/1/90

(1) County and state total of disallowed federal funds identified in the final audit report; county/state share and grand total may change as a result of appeal(s).

A Case records, assistance claims, and audit-related materials.

B Case records, payment records, and audit-related materials.

* New since ACL 87-107.

** These records may be flagged for destruction on the date shown.

STATE CONTROLLER'S OFFICE (SCO) AUDITS

Unresolved Audits

The counties on the following lists have unresolved SCO audits. All records pertaining to these audit periods should be retained by the counties until final resolution has been made pertinent to all protested/appealed audit exceptions. The audits are listed below in alphabetic order by county. For those counties having more than one unresolved audit, there will be an entry for each audit.

Audits Completed*

<u>County</u>	<u>Audit Period</u>	<u>Date of Audit Report</u>	<u>Amount of Report</u>
Orange**	7/83 - 6/85	7/24/87	\$ 8,047,314

Protested Audits

<u>County</u>	<u>Audit Period</u>	<u>Date of Audit Report</u>	<u>Amount of Report</u>
Butte**	7/82 - 6/86	8/21/87	\$ 1,651,586
Calaveras	7/80 - 6/85	10/17/86	23,029
Fresno**	7/82 - 6/85	7/31/87	5,617,720
Glenn**	7/81 - 6/85	6/26/87	85,474
Humboldt**	7/81 - 6/85	6/26/87	81,984
Kern	7/82 - 6/85	1/30/87	2,527,181
Los Angeles Administrative	7/82 - 6/84	11/21/86	48,582,432
Los Angeles Adoptions	7/82 - 9/84	12/26/86	600,140
Marin**	7/82 - 6/85	6/12/87	259,223

*The final audit report has been issued; but at the time this list was prepared, the protest period was still in process.

**New since ACL 87-107.

STATE CONTROLLER'S OFFICE (SCO) AUDITS

Protested Audits

<u>County</u>	<u>Audit Period</u>	<u>Date of Audit Report</u>	<u>Amount of Report</u>
Mendocino	7/82 - 6/85	12/16/86	\$ 429,716
Merced	7/81 - 6/85	2/6/87	817,118
Monterey**	7/83 - 6/85	9/1/87	1,285,976
Orange	7/81 - 6/83	9/19/85	607,274
Plumas	7/81 - 6/85	2/6/87	60,869
Riverside	7/80 - 6/82	7/11/84	230,604
Riverside**	7/82 - 6/85	5/15/87	1,972,453
San Bernardino**	7/83 - 6/85	6/19/87	392,282
San Diego	7/78 - 6/80	9/18/81	1,032,224
San Diego**	7/82 - 6/85	6/26/87	3,644,106
San Francisco	1/77 - 6/79	1/30/81	9,745,728
San Francisco	7/79 - 6/81	2/25/83	5,656,263
San Francisco	7/81 - 6/84	8/22/86	19,134,593
Santa Clara	7/81 - 6/83	12/20/85	947,129
Shasta**	7/80 - 6/85	6/12/87	2,243,519
Sonoma	7/82 - 6/85	11/7/86	1,356,108
Tehama**	7/81 - 6/86	6/5/87	13,957
Tulare	7/81 - 6/85	3/3/87	508,513
Ventura**	7/81 - 6/85	6/12/87	4,490,115

**New since ACL 87-107.

STATE CONTROLLER'S OFFICE (SCO) AUDITS

Appealed Audits

<u>County</u>	<u>Audit Period</u>	<u>Date of Audit Report</u>	<u>Amount of Report</u>
Alameda	1/77 - 6/78	12/7/79	\$ 3,015,877
Alameda**	7/78 - 6/81	8/26/83	6,334,452
Alameda**	7/81 - 6/84	1/31/86	2,987,847
Amador	7/80 - 6/84	12/20/85	41,931
Contra Costa	7/77 - 6/79	11/7/80	1,929,101
Contra Costa	7/79 - 6/80	1/22/82	665,098
Contra Costa**	7/80 - 6/83	10/9/84	2,324,721
Fresno	7/80 - 6/82	9/30/83	382,821
Humboldt	4/75 - 9/78	12/28/79	102,593
Imperial	7/80 - 6/84	10/4/85	225,046
Los Angeles	7/76 - 6/77	2/8/80	4,436,697
Los Angeles	7/77 - 6/80	6/25/82	21,817,942
Los Angeles	7/80 - 6/82	12/7/84	19,773,982
Los Angeles Adoptions	7/79 - 6/82	8/26/83	719,612
Los Angeles BHI	7/69 - 6/76	7/30/82	88,533
Los Angeles BHI	7/69 - 6/75	7/30/82	293,349
Mendocino**	7/79 - 6/82	8/20/84	191,014
Modoc**	7/80 - 6/84	4/4/86	66,474

**New since ACL 87-107.

STATE CONTROLLER'S OFFICE (SCO) AUDITS

Appealed Audits

<u>County</u>	<u>Audit Period</u>	<u>Date of Audit Report</u>	<u>Amount of Report</u>
Orange	7/79 - 6/81	2/18/83	\$ 1,555,045
Placer	7/79 - 6/82	3/2/84	123,213
Sacramento	7/79 - 6/81	6/10/83	437,037
Sacramento	7/81 - 6/83	3/8/85	1,055,916
San Benito	7/78 - 6/80	12/18/81	124,064
San Mateo	7/76 - 6/78	6/15/79	293,237
Santa Clara	4/79 - 6/81	7/23/82	2,634,213
Santa Cruz	7/80 - 6/83	11/7/84	68,358
Shasta	10/77 - 6/80	11/20/81	318,863
Tuolumne	1/74 - 12/75	8/13/76	2,555
Tuolumne	1/76 - 6/78	5/9/80	57,507
Ventura	7/79 - 6/81	10/22/82	2,112,795
Yolo**	7/79 - 6/84	5/17/85	293,557

**New since ACL 87-107.

STATE CONTROLLER'S OFFICE (SCO) AUDITS

In Application

The audits are finalized; actions are now being taken to adjust claims so that there will be a proper state, county, and federal share of costs claimed and to collect or pay any amounts due as a result of the audit.

<u>County</u>	<u>Audit Period</u>
Mariposa	7/80 - 6/84
Mendocino	4/77 - 6/79
Mono**	7/81 - 6/85
Nevada	7/80 - 6/84
San Benito	7/80 - 6/84
San Diego**	7/75 - 6/77
San Joaquin	7/81 - 6/83
Siskiyou	7/82 - 6/85
Solano	10/78 - 6/82
Sutter**	7/82 - 6/86
Tehama	7/83 - 6/85
Yuba	7/80 - 6/84

**New since ACL 87-107.

STATE CONTROLLER'S OFFICE (SCO) AUDITS

Applied

County	<u>Audit Period</u>	<u>Record Destruction Date***</u>
Alpine	7/80 - 6/84	5/22/90
Colusa**	7/78 - 6/83	9/25/90
Contra Costa	7/76 - 6/77	4/24/90
El Dorado	7/79 - 6/82	5/13/90
Glenn	7/75 - 3/78	4/27/90
Glenn	7/78 - 6/81	4/27/90
Humboldt	7/78 - 6/81	5/20/90
Kern	7/79 - 6/82	5/6/90
Kings	7/79 - 6/82	5/22/90
Lake**	7/81 - 6/85	8/27/91
Lassen	1/77 - 6/82	4/30/90
Los Angeles Adoptions	7/76 - 6/79	7/1/90
Madera	1/78 - 6/80	4/27/90
Madera**	7/80 - 6/85	8/27/91
Marin	10/78 - 6/82	5/13/90
Merced	4/78 - 6/81	7/1/90

**New since ACL 87-107.

***These records may be flagged for destruction on the date shown.

STATE CONTROLLER'S OFFICE (SCO) AUDITS

Applied (Continued)

<u>County</u>	<u>Audit Period</u>	<u>Record Destruction Date***</u>
Monterey	4/78 - 6/80	4/29/90
Monterey	7/80 - 6/83	7/7/90
Napa	1/78 - 6/82	5/20/90
Napa**	7/82 - 6/85	8/27/91
Nevada	10/76 - 6/80	5/20/90
Plumas	1/77 - 6/81	4/27/90
Riverside	7/77 - 6/79	5/22/90
Riverside	7/79 - 6/80	5/13/90
San Bernardino	7/79 - 6/80	5/22/90
San Bernardino	7/80 - 6/83	7/1/90
San Diego**	7/80 - 6/82	8/28/91
San Joaquin	7/78 - 6/81	5/11/90
San Luis Obispo	7/80 - 6/84	7/1/90
San Mateo**	7/80 - 6/83	8/27/91
Santa Barbara	7/80 - 6/83	4/27/90
Sonoma	7/79 - 6/82	7/3/90

**New since ACL 87-107.

***These records may be flagged for destruction on the date shown.

STATE CONTROLLER'S OFFICE (SCO) AUDITS

Applied (Continued)

County	<u>Audit Period</u>	<u>Record Destruction Date***</u>
Stanislaus	4/78 - 6/80	5/21/89
Stanislaus	7/80 - 6/83	5/7/89
Sutter	10/75 - 9/78	5/20/90
Sutter**	10/78 - 6/82	8/28/91
Tehama	7/77 - 6/81	5/20/90
Trinity	4/76 - 6/80	4/29/90
Trinity	7/80 - 6/85	5/20/90
Tulare	10/78 - 6/81	5/22/90
Tuolumne	7/78 - 6/82	5/22/90
Yolo	4/77 - 6/79	7/1/90

**New since ACL 87-107.

***These records may be flagged for destruction on the date shown.

COURT CASES

There are several court cases which require extended retention including the following:

<u>CASE</u>	<u>ACL</u>	<u>ACIN</u>	<u>RECORDS COVERED</u>	<u>PERIOD COVERED</u>
<u>North Coast Coalition v. Woods(1)</u>	80-64	I-35-81 I-49-80	AFDC	8/1/76 - 9/30/80
<u>Welfare Recipients League v. Woods</u>	84-15 82-15 81-58		AFDC	2/19/82 - to date
<u>Wright v. Woods(1)</u>	83-43 78-18		AFDC	7/18/76 - 12/31/80
<u>Green v. Obledo(2)</u>	84-13 83-47	I-38-82 I-88-81	AFDC	1/1/74 - 11/9/81
<u>Farlas v. Woods(2)</u>	83-66 83-50 82-39	I-132-83 I-26-83	AFDC-FC	2/1/78 - the date on which they were trans- ferred to AFDC-FC or became ineligible. The date of transfer may be later than 1/7/80 because <u>Miller v. Youakim</u> regulations were implemented on a flow basis.
<u>Angus v. Woods(1)</u>	83-62 80-73		AFDC	9/1/77 - 12/31/80
<u>Wood v. Woods(1)</u>	83-130 83-91	I-134-80 I-26-80	AFDC	1/1/80 - 9/30/81
<u>Vaessen v. Woods</u>	80-67	I-150-82	AFDC, RCA & ECA PROGRAMS	1/1/79 - to date
<u>Williams v. Woods(2)</u>	84-56 84-45 84-40	I-40-84	AFDC	11/12/78 - 5/31/84
<u>Miller v. Woods and Community Services for the Disabled v. Woods (and payment to spouses - WRO)</u>	84-58	I-37-84	IHSS	4/1/79 - 1/1/85

COURT CASES

<u>CASE</u>	<u>ACL</u>	<u>ACIN</u>	<u>RECORDS COVERED</u>	<u>PERIOD COVERED</u>
<u>Coalition of California Welfare Rights Organizations v. McMahon(2)</u>	84-90	I-53-84	AFDC, RCA & ECA PROGRAMS	5/23/84 - to date
<u>Lowry v. Obledo(2)</u>	85-53	I-146-81	AFDC	2/1/77 - 8/31/82
<u>Shaw v. McMahon(3)</u>	85-25 84-109		AFDC	10/1/84 - 4/30/85

- (1) All case records associated with the North Coast Coalition v. Woods, Wood v. Woods, Wright v. Woods, or Angus v. Woods court case may now be destroyed except for those which:
 - (a) were used in the determination of eligibility (including denials) for or the amount of retroactive benefits made pursuant to MPP Section 50-014. The prior case records used must be retained in accordance with the legal requirements for public assistance records specified in this letter; or
 - (b) require extended retention pursuant to other provisions of this letter.
- (2) All case records associated with the Green v. Obledo, Williams v. Woods, Lowry v. Obledo, Farias v. Woods, and Coalition of California Welfare Rights Organizations v. McMahon court cases may be destroyed except for those which:
 - (a) were used in the determination of eligibility (including denials) for or the amount of retroactive benefits. The prior case records used must be retained in accordance with the legal requirements for public assistance records specified in this letter; or
 - (b) require extended retention pursuant to other provisions of this letter.
- (3) Records related to the Shaw v. McMahon lawsuit need no longer be retained except in accordance with other requirements set forth in the ACL.